



Governing Body of Bowhill Primary School

Resources Committee Meeting

Date of meeting	20 th September 2016	Present	Name			Name		
			of Governor	Initials	Category	of Governor	Initials	Category
Time of meeting	6:00 p.m.		Rod Ruffle Chair of Resources	RR	COO	Caren Brooks Head teacher	CB	STH
			Emma Walker-Brown Deputy Chair of Resources	EW	COO	Nikki Denison Chair of Pay	ND	COO
			Mark Burnard Deputy Head teacher	MB	COO	Lizzie Clough	LC	PAR
Room	Year 6/2	Ruth O'Neale Chair of Governors	RO	PAR				
		Reg Edwardson	RE	COO	Joanne Radford	JR	COO	
		Li Wang	LW	Clerk				
		Apologies						
		In Attendance						

	Minutes	Actions
	<p>Fire Alarm</p> <p>There was no fire test today. Fire exits were outlined by RR. If the alarm were to sound then everyone should make their way quickly and safely to the playground.</p>	
1	<p>1.1 Welcome & Apologies</p> <p>RR welcomed all Governors who attended the meeting. Apologies were received as above and sanctioned.</p> <p>1.2 Attendance & Business Interest Register</p> <p>Governors were reminded that they must declare any conflict of interest which becomes apparent during the meeting. None declared.</p>	
2	<p>Approval of Minutes from the B&F committee meeting held on Tuesday 14th June 2016</p> <p>Governors were reminded to forward any errors, inaccuracies or queries about the Minutes to the Clerk no later than 24 hours before the meeting.</p> <p>Minutes were approved as an accurate record of the meeting and signed by RR.</p>	
3	<p>To discuss matters arising from the last meeting (held on 14th June 2016)</p> <p>The following actions were taken:</p> <ul style="list-style-type: none"> ➤ The Chair, Head teacher and the Chair of Resources committee signed the Statement of Internal Control at the last FGB meeting. ➤ Governors were satisfied with effective actions which had been taken to solve the potential problems about entry gate/door and Kidz Biz children. 	

	<p>➤ Mobile phone numbers were recorded on this form of the Bowhill Governors Disaster Plan Tree to allow efficient and timely contact when necessary.</p> <p>The actions below were agreed to be taken:</p> <p><u>Action: JR, as the Safeguarding Governor and Safer Recruitment Governor will give a brief introduction to the training -Safer Recruitment training on 13th July 2016.</u></p> <p><u>Action: Outdoor Education Policy which was delegated to RR, JR and NB and was reviewed. MB confirmed that RR will be welcome to email him any questions to finalise the model policy.</u></p>	<p>JR 11/16</p> <p>RR/MB 11/16</p>
<p>4</p>	<p>Election of Deputy Chair</p> <p>Governors were encouraged to put their names forward for Deputy Chair and to inform the Clerk of the proposal 24 hours before the meeting.</p> <p>Emma Walker-Brown was nominated as Deputy Chair of the Resources Committee, this was proposed by ND, seconded by LC and unanimously agreed;</p> <p>EW confirmed that she would like to step down as Deputy Chair because she, working together with CB, has been getting involved in the conversion to academy status. However, she would sit on the committee as Deputy Chair owing to a majority of new members.</p> <p><u>Action: EW suggested reconsidering the nomination for Deputy Chair at the meeting on 17th January 2017. Clerk will add this item to the meeting agenda.</u></p>	<p>Clerk 11/16</p>
<p>5</p>	<p>Questions to the Head teacher</p> <p>Approval of the purchase of the canopy</p> <p>Iris Browning, Senior Administrator, circulated 5 quotes for a canopy over part of the Foundation Stage playground. She also made a brief comparison of the five quotes received with superimposed images for the canopies from Able Canopies and Broxap. The canopy from Able Canopies was not the cheapest. However, the school has received good service to date from that company and positive comments from another school in Exeter. The company was able to give an installation date for October half term, provided the order could be placed soon. CB informed Governors that the school had been successful in gaining a £10,000 grant toward the cost of the canopy. It was for Governors to assess and approve the purchase.</p> <p>Within three days, Governors approved the proposal of buying a canopy from Able Canopies after a broad discussion by email prior to the Resources meeting:</p> <p>RO replied that she discussed the canopy earlier with CB who explained the positive recommendation from another school regarding the contractor they wish to use. RO suggested proceeding, meanwhile, asking about other Governors' opinions.</p> <p>RR thought that although the school needed to be careful about what we spend he was content that this was a sensible course of action and was happy to support approval.</p> <p>LC said that it was not just about price but also about availability to get the work done prior to the winter months. If Able Canopies could provide a good service and came recommended, then she would agree to go with this choice as well. She also thought it was a good idea to select the dome shape with guttering as well, as there would be no more having to push the canopy up to get the rain puddles off the top.</p> <p>JO agreed with the choice after speaking to CB about their recommendations.</p> <p>CB was appreciative of Governors' efficient response to the issue of the canopy.</p>	

	<p>The school is going ahead with the purchase of the canopy from Able Canopies and Governors authorised CB to place the order and pay the invoice as the cost is slightly above her financial authority of £15,000.</p> <p>RR would like Governors to consider the succession planning for the Resources Committee. RR is happy to chair the committee as long as his health condition allows. However, continuity of leadership is vital.</p> <p>RO appreciated RR's professionalism and thoughtfulness. She confirmed that one of the Governing Principles for Chairs' Committee is that members will take the lead on succession planning for the FGB and committees. Matters of Urgency may be dealt with by the chair of governors, chair of the committee and Head teacher and reported to the next meeting of the committee or full governing board.</p>	
6	<p>Review terms of reference from FGB</p> <p>Terms of Reference were adopted by Governors without amendments.</p> <p><u>Action: Clerk will update the review date at the bottom of the document.</u></p>	Clerk 09/16
7	<p>Establish and maintain 3 year financial plan in line with School Improvement Plan</p> <p>3 year financial plan was not applicable as it was agreed back in April 2016. However this agenda item will be applicable at this time of the year in the future when the school is an academy as the financial year will run from 1 September to 31 August.</p>	
8 & 12	<p>Monitor budget and report to FGB (including any additional financial streams e.g. before and after school care etc.) & Monitor FRS report</p> <p>Summary Budget Monitoring Report with the notes for forecast variance was circulated prior to the meeting.</p> <p>RR pointed out that the carry forward was less compared to last academic year owing to a drop in income.</p> <p>CB informed Governors that :</p> <ul style="list-style-type: none"> ➤ The budget will be expected to be spent more evenly throughout the year; ➤ The forecast variance for Teaching Staff: Commitment includes a possible 1% pay award in September. Estimated expenditure should cover any pay increments in September. ➤ The forecast variance for Music Wider Opps: A music teacher is no longer required Tuesday afternoons because Sue Cashmore is taking the role to cover the class. <p>Governors agreed to adopt the FRS report.</p>	
9	<p>Make budget recommendations for the financial year</p> <p>CB confirmed that there would be a cost to replacing water heaters - two of them out of order. Other heaters are of the same age, so there might be more malfunctioning heaters in the near future.</p>	
10	<p>Consider Audit Report</p>	

	Governors were content with the recommendations and actions which were implemented.	
11	<p>Review financial competencies of Governors (SFVS Checklist)</p> <p>The current Skills Analysis Matrix for the financial management skills of Governors previously on the Buildings and Finance Committee and the latest version of the SFVS, which normally has to be completed and returned to County by 31st March, were circulated prior to the meeting.</p> <p><u>Action: EW will look through the ‘Skills analysis matrix for the financial management skills needed by the governing board’. It is one of the documents that can demonstrate how Governors’ financial competencies are evidenced.</u></p> <p><u>Action: Clerk will revise the matrix form by replacing resigned Governors’ names with new Governors’ and circulate the amended format to JR, LC and ND.</u></p>	<p>EW 09/16</p> <p>Clerk 09/16</p>
13	<p>Review pupil numbers and any implications (including Pupil Premium)</p> <p>RO asked if it would be appropriate to set a standard agenda item related to Pupil Premium allocation in order to cast an overall view of how the funding has been spent.</p> <p>CB replied that the details of Pupil Premium allocations - funding allocations and conditions of grant for the financial year 2015/16 - can be found online https://www.gov.uk/government/publications/pupil-premium-2015-to-2016-allocations</p> <p>The information about Bowhill Pupil Premium can be seen on the school’s website. (Please see the link of Pupil Premium Funding on the school’s home page http://www.bowhill.devon.sch.uk)</p> <p>CB reported:</p> <ul style="list-style-type: none"> ➤ The funding for Pupil Premium children (Ever 6) is £1,320. The Services premium children are £300 and adopted and special guardianship are £1,900; ➤ There are altogether 470 pupils on roll and 74 are new Foundation Stage students; ➤ The number of Pupil Premium students for Foundation Stage is not yet clear; ➤ When teachers pay home visits, they continue encouraging parents to fill in the form to establish whether they are entitled to Pupil premium grant.; ➤ The school’s newsletters are used to remind families that all children in Reception and Years 1 and 2 are offered a school meal at no cost to parents (Universal entitlement). There is no need to come to the main office for tickets and the meal does not need to be booked in advance. Children in Years 3, 4, 5 and 6 pay for school lunches, unless the family is entitled to free school meals, the cost of which remains at £2.20 per day. <p>Please see details available at http://www.bowhill.devon.sch.uk/newsletters/Bowhill%20Newsletter%20September%202015%201.pdf NEWSLETTER 1 11 September 2015)</p>	
14	<p>Preparing school responses to the Funding Consultation, feedback to FGB</p> <p>Department for Education published ‘Schools national funding formula Government consultation – stage one Launch date 7 March 2016 Respond by 17 April 2016’ (online, email or by post)</p> <p>Some details from the document are as follows:</p> <p>“This is the first of two planned consultations on the national funding formula for schools. At this stage we are seeking views on:</p> <ul style="list-style-type: none"> • the principles that underpin the formula • the building blocks we use to construct the formula • the factors we include in the formula 	

	<p>We are consulting on the introduction of a national funding formula for schools. The consultation sets out how we propose to deliver a fair, transparent funding system where the amount of funding children attract for their schools is based on need and is consistent across the country.</p> <p>Who this is for</p> <ul style="list-style-type: none"> • maintained schools • academies • local authorities • multi-academy trusts • schools forums • head teachers and teachers • school governors • parents • representative bodies and special interest groups <p>The results of the consultation and the Department's response will be published on GOV.UK later this year.</p> <p>The second consultation will cover how we propose to balance different factors in the national funding formula, and the impact of the formula on funding for individual areas and schools. We are seeking views alongside this on proposals to introduce a high needs national funding formula for children and young people with special educational needs.”</p> <p>CB confirmed that Devon had informed the school that 'funding arrangements for 2017/18 are broadly similar this year.'</p>	
15	<p>Excellence for ALL</p> <p>Devon County Council published Excellence for All - Devon's Strategy for School Effectiveness. With regard to Excellence for All evaluation criteria, the detailed standards (Outstanding, Good, Requires improvements and Inadequate) for LEADERSHIP, GOVERNANCE, FINANCE and QUALITY OF TEACHING, LEARNING AND ASSESSMENT were included. CB suggested Governors look through the criteria and raise questions.</p> <p>Action: Clerk will send the document to EW.</p>	Clerk 21/09/16
16	<p>Ensure date set and trained governors identified for appraisal of Head teacher and Deputy Head teacher (and external adviser booked)</p> <p>Head teacher's appraisal will take place on 13th October 2016. RO, RE and MG, who have been trained for the role, will sit on the Head teacher Appraisal Panel, working together with the External Adviser.</p>	
17	<p>Review REDUNDANCY POLICY AND GRIEVANCE PROCEDURES.(due Sept 2016)</p> <p>The latest version of Redundancy Policy (for LA maintained schools) was published on the HR ONE website. Governors noticed the summary of change from Policy History. Since the school is in the process of conversion to academy status, Governors agreed to adopt the present version of Redundancy Policy without amendments.</p> <p>ND raised three questions about Grievance Procedures:</p> <ul style="list-style-type: none"> ➤ What is the time scale for 'Manager acknowledges receipt of FC1' and for 'Employee is invited, in writing, to attend an appeal hearing' in the Procedure Flow Chart of Employee raises a complaint? ➤ This policy is not for use by a manager who has concerns and/or complaints about employees they manage. Should this policy apply where a manager's concerns relate to an allegation of bullying/harassment? ➤ Should the matters of overpayments be excluded from this policy because separate procedures exist? <p>Action: Governors agreed that ND, who has extensive HR working experience, will take the responsibility for amending the policy in relation to those three questions. ND will send the revised version to the Clerk for the next FGB's approval and filing.</p>	ND/Clerk 09/16

